

Annual Risk Management Checklist

Anaphylaxis Management

A school's anaphylaxis policy must require the principal or their allocated staff member complete an annual risk management checklist to monitor their compliance with the Ministerial Order, the department's Anaphylaxis Guidelines, and their legal obligations. If a staff member is allocated to undertake this task, the principal must approve the checklist.

This checklist is to be completed when the school has a student at risk of anaphylaxis. It must be reviewed at the start of each year.

If you need help with this checklist, or meeting your school's obligations under Ministerial Order 706, contact the Royal Children's Hospital **Anaphylaxis Advice Line**. The advisory line is available between the hours of 8.30am to 5.00pm, Monday to Friday. Phone [1300 725 911](tel:1300725911) or [03 9345 4235](tel:0393454235) or email anaphylaxisadvice@rch.org.au

For more information and resources, see the department's [Anaphylaxis policy](#).

School name:	
Date of review:	
Who completed this checklist?	Name:
	Position:
Review given to:	Name:
	Position: Principal
Comments:	

General information	
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline device?	
2. How many of these students carry their adrenaline device on their person?	
3. If your school is a government school, are you aware that every incident in which a student suffered an anaphylactic reaction must be reported to the Incident Support Operations Centre (ISOC)?	☐ Yes ☐ No
4. Are you aware that schools can contact the Royal Children's Hospital Anaphylaxis Advice Line (by emailing: anaphylaxisadvice@rch.org.au or by phone: 1300 725 911) to help schools meet their obligations under the department's Anaphylaxis Policy ?	☐ Yes ☐ No

SECTION 1: Training	
5. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: - online training (Australasian Society of Clinical Immunology and Allergy (ASCIA) (anaphylaxis e-training for Victorian Schools) within the last 2 years, or - accredited face to face training (22578VIC) within the last 3 years?	☐ Yes ☐ No
6. Does your school conduct anaphylaxis briefings twice every year?	☐ Yes ☐ No
7. Do all school staff participate in a twice-yearly anaphylaxis briefing?	☐ Yes ☐ No
8. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools:	☐ Yes ☐ No
a. Has your school trained a minimum of 2 school staff per school or per campus (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline devices (EpiPen®, Anapen®, Jext and Neffy)?	☐ N/A
b. Are your school staff being assessed for their competency in using adrenaline devices (EpiPen®, Anapen®, Jext and Neffy) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	☐ Yes ☐ No ☐ N/A
SECTION 2: Individual Anaphylaxis Management Plans	
9. Does every student who is at risk of anaphylaxis have an Individual Anaphylaxis Management Plan (developed by the school) that includes an ASCIA Action Plan for Anaphylaxis (RED) completed and signed by a prescribed medical practitioner?	☐ Yes ☐ No
10. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually and after any changes to the student's medical condition, after any anaphylactic reaction at the school, or where the student is to participate in an offsite activity such as sport, camps or special events)?	☐ Yes ☐ No
11. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	
a. During classroom activities, including elective classes	☐ Yes ☐ No
b. In canteens or during lunch or snack times	☐ Yes ☐ No
c. Before and after school, in the school yard and during breaks	☐ Yes ☐ No
d. For special events, such as sports days, class parties and extra-curricular activities	☐ Yes ☐ No
e. For excursions and camps	☐ Yes ☐ No
12. In the event of an emergency, do staff know where to find a student's ASCIA Action Plans for Anaphylaxis (RED)?	☐ Yes ☐ No

13. Do the ASCIA Action Plans for Anaphylaxis (RED) include a recent photo of the student?	☐ Yes ☐ No
SECTION 3: Storage and accessibility of adrenaline devices	
14. Does the school have a process for storing all student adrenaline devices, supplied by the family, and do staff know where and how to access them?	☐ Yes ☐ No
15. Does the school have a process for storing all general use adrenaline autoinjectors purchased by the school, and do staff know where and how to access them?	☐ Yes ☐ No
16. Are all the adrenaline devices stored at room temperature (not refrigerated) and out of direct sunlight?	☐ Yes ☐ No
17. Is the storage unlocked and accessible to school staff at all times?	☐ Yes ☐ No
18. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis (RED) kept together with the student's adrenaline device?	☐ Yes ☐ No
19. Are the adrenaline devices and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis (RED)) clearly labelled with the student's names?	☐ Yes ☐ No
20. Has someone been designated to check the adrenaline devices expiry dates on a regular basis? Who?	☐ Yes ☐ No
21. Are there adrenaline devices which are currently in the possession of the school which have expired? If yes, please replace.	☐ Yes ☐ No
22. Has the school signed up to MyEpiPen (optional free reminder services)?	☐ Yes ☐ No
23. Has the school purchased at least 2 adrenaline autoinjectors for general use (one to retain on site and one which can go on all camps/excursions), and have they been placed in the school's first aid kit(s)? This is a requirement under departmental policy.	☐ Yes ☐ No
24. Are the adrenaline autoinjectors for general use clearly labelled as a 'General Use' adrenaline autoinjector?	☐ Yes ☐ No
SECTION 4: Risk minimisation strategies	
25. Has your school put in place risk minimisation strategies within the school environment to reduce the potential exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	☐ Yes ☐ No

26. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If yes, list these in the space provided below.	☐ Yes ☐ No
27. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Training?	☐ Yes ☐ No
SECTION 5: School management and emergency response	
28. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	☐ Yes ☐ No
29. Do school staff know when their training needs to be renewed?	☐ Yes ☐ No
30. Does your plan include who will call the ambulance?	☐ Yes ☐ No
31. For excursions, camps or other out of school events, is there a plan for who is responsible for ensuring the adrenaline device(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis (RED)) and the adrenaline autoinjector for general use are correctly stored and available for use?	☐ Yes ☐ No
32. Do school staff know:	
a. Where the school's local Anaphylaxis Policy is shared with the school community?	☐ Yes ☐ No
b. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline device, including where their medication is located?	☐ Yes ☐ No
c. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	☐ Yes ☐ No

SECTION 6: Communication Plan	
33. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	☐ Yes ☐ No
b. To students?	☐ Yes ☐ No
c. To parents?	☐ Yes ☐ No
d. To volunteers?	☐ Yes ☐ No
e. To casual relief staff?	☐ Yes ☐ No